

UNITED STATES DEPARTMENT OF HOMELAND SECURITY

OFFICE OF OPERATIONS COORDINATION AND PLANNING

Homeland Security Information Network Advisory Committee

1. Committee's Official Designation:

Homeland Security Information Network Advisory Committee

2. Authority:

Under the Secretary's authority in Title 6, United States Code, section 451, this charter establishes the Homeland Security Information Network Advisory Committee (HSINAC) as a discretionary advisory committee. This committee is established in accordance with and shall operate under the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix 2).

3. Objectives and Scope of Activities:

The HSINAC shall provide advice and recommendations to the U.S. Department of Homeland Security (DHS) on matters relating to the Homeland Security Information Network (HSIN). These matters include system requirements, operating policies, community organization, knowledge management, interoperability and federation with other systems, and any other aspect of HSIN that supports the operations of DHS and its federal, state, territorial, local, tribal, international, and private sector mission partners.

4. Description of Duties:

The HSINAC shall provide independent advice and recommendations to the leadership of DHS regarding the HSIN. The duties of the HSINAC are solely advisory in nature.

5. Officials to Whom the Committee Reports:

The HSINAC shall provide advice and recommendations to the Secretary of Homeland Security through the Director of the Office of Operations Coordination and Planning (OPS), and the Management Directorate's Office of the Chief Information Officer (OCIO).

6. Agency Responsible for Providing Necessary Support:

DHS is responsible for providing support to the HSINAC. OPS, through the HSIN Program Office, provides this support.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost of the HSINAC is \$300,000, which includes 0.7 staff years of support.

8. Designated Federal Officer:

A full-time or permanent part-time employee of OPS shall be appointed by the Director of OPS as the HSINAC Designated Federal Officer (DFO). The DFO or Alternate DFO shall approve or call HSINAC meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of OPS.

9. Estimated Number and Frequency of Meetings:

The HSINAC is expected to meet approximately three times annually, usually once every four months. Additional meetings may be held with the approval of the DFO. Members may be reimbursed for travel and per diem, and all travel for HSINAC business must be approved in advance by the DFO. Committee meetings are open to the public unless a determination is made by the appropriate DHS official in accordance with DHS policy and directives that the meeting should be closed in accordance with Title 5, United States Code, subsection (c) of section 552b.

10. Duration:

Continuing.

11. Termination:

This charter is in effect for two (2) years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this 2-year period in accordance with section 14 of FACA.

12. Member Composition:

The HSINAC shall be composed of up to 20 members who are appointed by and serve at the pleasure of the Secretary of Homeland Security. HSINAC members shall each have expertise, knowledge, and experience regarding the business processes and information sharing needs of one or more of the homeland security mission areas. In the event the HSINAC terminates, all appointments to the committee terminate. Members shall be appointed based on their expertise in professions and disciplines engaged in homeland security operations and in support of homeland security mission requirements. Because a balance of perspectives is essential to ensure that the HSINAC truly represents the broad spectrum of HSIN users, HSINAC membership shall expressly include individuals from federal, state, local, tribal, and territorial governments and the private sector, including:

- A. Three members drawn from currently serving state, tribal, or local law enforcement;
- B. One member drawn from currently serving federal law enforcement;
- C. Two members who are drawn from currently serving state Homeland Security Advisors;
- D. Two members drawn from currently serving emergency managers;
- E. Two members drawn from currently serving fire services;
- F. Two members drawn from currently serving public health-related or agriculture sectors;
- G. Three members drawn from currently serving senior managers in private sector industries deemed critical infrastructure or key resources in the National Infrastructure Protection Plan;
- H. One member drawn from currently serving in an Office of the Adjutant General of the National Guard;
- I. One member drawn from currently serving state or local Chief Information Security Officer or cyber-related position within state or local government;
- J. One member drawn from currently serving local, county/ parish, or city government;
- K. One member drawn from currently serving tribal government;
- L. One member drawn from currently serving any discipline with relevant expertise in state, local, tribal, or territorial homeland security.

Of the above-described members, two shall serve in, or have direct oversight of, different state or major urban area fusion centers.

The members described in paragraphs A, C, E, F, G, I, J, K, and L. above shall serve as Special Government Employees as defined in Title 18, United States Code, section 202(a).

The members described in paragraphs B and H shall serve as Regular Government Employees.

The appropriate membership designation for each member in paragraph D will be determined at the time of appointment by Department ethics officials.

13. Officers:

The Chair and Vice Chair of the Committee shall be chosen by a majority of the committee members with the limitation that at no time shall the Chair and Vice Chair be representatives of the same discipline, e.g., both represent the fire service, law enforcement, or the private sector. The Chair and Vice Chair shall serve one (1)-year terms of office and may serve more than one term.

14. Subcommittees:

The DFO may approve the establishment of subcommittees for any purpose consistent with this charter. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the HSINAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSINAC and may not report directly to the Federal Government or any other entity.

15. Recordkeeping:

The records of the HSINAC, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying in accordance with the *Freedom of Information Act* (Title 5, United States Code, section 552).

16. Filing Date:

July 11, 2011
Department Approval Date

May 26, 2011
CMS Consultation Date

July 14, 2011
Date Filed with Congress